

TCU TRANSFER CHECK OFF SHEET

Student _____ Student ID No. _____

Sending Center _____ Receiving Center _____ Date Sent _____

PLEASE SEND ALL INFORMATION TO THE TCU SAN JOSE JOB CORPS TRAINING PROGRAM
AT ONE TIME BY OVERNIGHT MAIL.

The following information is required by the San Jose Job Corps Center prior to a student's transfer to TCU:

1. Medical folder – in a separate, sealed envelope that will be reviewed only by the Health Services Department on Center. This should include:

- ☐ All chronological records of medical care (nursing notes)
- ☐ Any/all record of current physical exam SF88 and current immunization records
- ☐ HIV test on admission
- ☐ RPR and PPD within last year
- ☐ Hematocrit/Hemoglobin result within last year
- ☐ All TEAP (AODA) notes and drug screen results
- ☐ Mental health service report, if any, or notation that no mental health concern identified during current enrollment
- ☐ Dental Exam within the last six months – must be a priority 3 or 4
- ☐ If there are any significant or chronic medical problems, please send a progress note (SF600) or any information about it
- ☐ Signed HIPPA form

2. Other information needed – not sealed:

- ☐ Current Student Profile (ETA 6-40) updated with leave, accountability, incidents, ESPs, and pay levels
- ☐ Data Sheet (ETA 6-52)
- ☐ Copy of GED or High School diploma
- ☐ Separation Advance Report
- ☐ Student Essay
- ☐ Copy of last two ESPs
- ☐ Copy of Vocational TAR
- ☐ One year enrollment extension verification (Regional Office approval) if student currently has 545 or more days in Job Corps
- ☐ Center Director approval letter – signed by Center Director

All of the above student material needs to be sent by overnight mail in one package to Ms. Mary Eros, Manager of Accountability Assurance, San Jose Job Corps Center, 3485 East Hills Drive, San Jose, CA 95127

If **ALL** of the information is not received by the San Jose Job Corps Center, the student's acceptance into the San Jose Job Corps Center and TCU will be delayed.

I certify that all of the above documents are enclosed:

Sending Center Staff Member Date

Phone Number _____